

**Houghton Regis Town Council
New Office Provisions Sub Committee
11th September 2018**

Present:	Cllrs:	Mrs T McMahon M Kennedy Mrs Y Farrell T Welch	Chairman
		Robert Noble	Robert Noble Associates
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
Apologies:	Cllr:	Ms L Ellaway	
Also present:	Cllrs:	J Carroll Ms J Hillyard K Wattingham	

NOP7 ELECTION OF CHAIR

Members were invited to put forward nominations for Chair of the New Office Provision Sub-Committee.

Nomination:	Cllr McMahon	Nominated by:	Cllr Farrell
		Seconded by:	Cllr Kennedy

Accordingly, Cllr McMahon was duly appointed as Chair of the Office Sub-Committee for the municipal year 2018 – 2019.

NOP8 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Ellaway.

NOP9 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NOP10 QUESTIONS FROM THE PUBLIC

None.

NOP11 MINUTES

To approve the Minutes of the meeting held on 26th June 2018.

Resolved: To approve the minutes of the meeting held on 26th June 2018

NOP12 PROFESSIONAL SUPPORT

Mr Noble from Robert Noble Associates attended the meeting and discussed with members the necessary steps for progressing the development package.

The Clerk has had a preliminary conversation with Mr Noble regarding next steps. The first step was suggested to be the development of a Project Execution Plan (PEP). This plan set out the strategy for managing a project. It would describe who does what and how. Such plans vary considerably in their level of detail and evolve over time as the project progresses.

Mr Noble would gather a team of professionals to look at various options and requirements in order to formulate a quote for a PEP which would be reported back at the next meeting.

Members made the following observations;

- Growth of the council and of the town
- Various rental, lease and purchase options
- Use of existing Houghton Regis Town Council owned land
- Options around land swaps
- Working patterns, other meeting rooms, colocation of council services

Resolved: To seek a quote from Robert Noble Associates to support the council in developing an initial Project Execution Plan and to report back on costings to the next meeting.

The Chairman closed the meeting at 8.10pm

Dated this 4th day of December 2018

Chairman